



**MISSISSIPPI COUNTY COMMISSION
POST OFFICE BOX 369
CHARLESTON, MO 63834**

6/26/2012

Dear Consultant:

The **Mississippi County Commission** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 3 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

Also attached to this advertisement is a portion of an engineering report compiled in 2011 regarding this bridge. The report was compiled as part of a FEMA disaster relief project. The entire report may be viewed at the County Clerk's office.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4:00 pm, (07/10/2012) at **P.O. Box 369, 200 North Main, Charleston, Missouri, 63834.**

Sincerely,

Hubert DeLay, Jr.
County Clerk

Attachment

<i>Mississippi County, Route 521 Bridge over Wilkinson Drainage Ditch</i>	
Federal Aid No.:	BRO-B067(017)
Location:	Mississippi County, MO
Proposed Improvement:	Replacement of existing bridge.
Length:	Estimated at 125 feet
Approximate Construction Cost:	\$525,000
DBE Goal Determination	0%
Consultant Services Required:	<p>DESIGN PHASE - The Engineer will:</p> <ol style="list-style-type: none"> 1. determine the needs of the Local Agency for the project; 2. conduct topographic, property and utility surveys sufficient to develop plans for the project; 3. arrange for subsurface investigations if needed; 4. conduct hydraulic studies, prepare alternative designs and cost estimates, develop preliminary plans, and recommend to the Local Agency the best overall general design based on these studies; 5. submit four copies of preliminary plans, estimates and studies for review by the Local Agency and , Missouri Department of Transportation (MoDOT); 6. prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project. Provision will be made in the contract documents for that portion of the work that will be performed by Local Agency's forces; 7. secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans, and assist the Local Agency in acquiring the right-of-way deeds needed for the project; 8. ensure compliance with water quality requirements by coordinating with the Missouri Department of Natural Resources and the U.S. Army Corps of Engineers and also insure compliance with the requirements of the Federal Emergency Management Agency (FEMA); 9. ensure compliance with historic preservation

	<p>requirements through coordination with the Missouri Department of Natural Resources, and if deemed necessary, arrange to have the site examined by a qualified archaeologist on a subcontract basis;</p> <ol style="list-style-type: none">10. ensure compliance with all regulations in regards to noise abatement and air quality, if necessary; and11. provide the Local Agency with five sets of completed plans, specifications and/cost estimates for the purpose of obtaining construction authorization from the Missouri Department of Transportation.
	<p>B. BIDDING PHASE - The Engineer will:</p> <ol style="list-style-type: none">1. upon receipt of construction authorization from MoDOT, make final corrections resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents to the Local Agency;2. provide the Local Agency with a list of qualified area bidders and assist Local Agency in advertising for bids; and3. assist the Local Agency in evaluating bids and requesting concurrence in award from MoDOT;
	<p>C. CONSTRUCTION PHASE - The Engineer will serve as the Local Agency's representative for administering the terms of the construction contract between Local Agency and their Contractor. Engineer will endeavor to protect the Local Agency against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make Engineer responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Engineer's services will include more specifically as follows:</p> <ol style="list-style-type: none">1. assist the Local Agency with a preconstruction conference to discuss project details with the Contractor;2. make periodic site visits to observe the Contractor's progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be

	<p>accomplished by the contractor's forces. The Engineer will accompany MoDOT and FHWA representatives on visits of the project site as requested;</p> <ol style="list-style-type: none"> 3. check shop drawings and review schedules and drawings submitted by the Contractor; 4. reject work not conforming to the project documents; 5. Prepare change orders for issuance by the Local Agency as necessary and assure that proper approvals are made prior to work being performed; 6. review wage rates, postings, equal employment opportunity and other related items called for in the contract documents; 7. inspect materials, review material certifications furnished by Contractor, sample concrete and other materials as required, and arrange for laboratory testing of samples by others on a subcontract basis. Independent assurance samples and tests will be performed by MoDOT personnel and such sampling and testing is excluded from the work to be performed by the Engineer under this contract; 8. maintain progress diary and other project records, measure and document quantities, and prepare monthly estimates for payments due the Contractor; 9. be present during critical construction operations, including but not limited to the following: <ol style="list-style-type: none"> a. structure layout; b. excavation and backfilling; c. driving of piles; d. checking of reinforcing steel prior to concrete placement; e. concrete batching and pouring; f. placement of girders; and g. placement of surfacing materials; and 10. participate in final inspection, provide the Local Agency with project documentation (diaries, test results, certifications, etc.), and provide as-built plans for the Local Agency's records.
Other Comments:	<i>A preliminary engineering report is included. For additional information on this bridge, please contact Hubert Delay, Jr.</i>
Contact:	<i>Hubert DeLay, Jr. P.O. Box 36, 200 North Main, Charleston, Missouri, 63834</i>

	(573) 683-2146 jrdelay@misscomo.net
Deadline:	<u>4:00 pm</u> , (07/10/2012)
Submit <ul style="list-style-type: none"> Letter of interest should not exceed <u>3</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>4</u> copies of the letter interest should be received at the address and by the time specified. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	33 Max Points
Capacity and Capability -	33 Max Points
Past Record of Performance -	33 Max Points